

## Message Text

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PAGE 01 NAHA 00397 051037Z

12

ACTION DRC-01

INFO OCT-01 EA-10 ISO-00 L-03 OMB-01 SCA-01 PER-03 EB-07

/027 W

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P R 050828Z AUG 75

FM AMCONSUL NAHA

TO SECSTATE WASHDC 1803

INFO AMEMBASSY TOKYO

UNCLAS NAHA 397

E.O. 11652: NA

TAGS: AINF, OGEN, JA

SUBJECT: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353

1. THE CONGEN MAINTAINS THE FOLLOWING CATEGORIES OF FILES WHICH  
INCLUDE INFORMATION ABOUT INDIVIDUALS DEFINED IN SUBJECT ACT:

A. PASSPORT FILES (PPT-1-17)

INCLUDES FILES ON INDIVIDUALS PERTAINING TO PASSPORT  
APPLICATIONS AND CITIZENSHIP STATUS ALSO ON INDIVIDUALS.  
DS-1692 PPT LOOKOUT CARDS  
FS-558 PPT AND NATIONALITY CARDS  
U.S. CITIZEN REGISTRATION CARDS (VISITORS TO CONSULAR  
DISTRICT).  
PERSONNEL OF IRS, INS AND DEA MAY OCCASIONALLY REQUEST

PAGE 2 RHAIBQA3292 UNCLAS

INFORMATION ABOUT INDIVIDUALS INCLUDED IN THE PASSPORT FILES.

THE RECORDS MANAGEMENT HANDBOOK PROVIDES THE AUTHORITY TO  
MAINTAIN THE FILES. FILES ARE MAINTAINED IN HARD COPY FOLDERS IN  
METAL BAR-LOCK CABINETS LOCKED BY 3-WAY COMBINATION PADLOCKS.  
RETRIEVABILITY INDEX IS BY NAME. THESE FILES ARE RETAINED FOR 10 YRS.

PERSONNEL HAVING ACCESS TO THESE FILES ARE U.S. GOVERNMENT  
EMPLOYEES AND A CONDITION OF THEIR EMPLOYMENT IS THAT THEY WILL NOT  
DISCLOSE UNAUTHORIZED INFORMATION. SYSTEM MANAGER IS THE CHIEF  
OF THE CONSULAR SECTION.

B. PROTECTIVE SERVICE (PS-1-12)

UNCLASSIFIED

UNCLASSIFIED

PAGE 02 NAHA 00397 051037Z

INCLUDES FILES ON INDIVIDUALS WHO HAVE REQUIRED ASSISTANCE

OR PROTECTION OR RECEIVE FEDERAL BENEFITS THROUGH THE POST.  
BULK FILES ON INDIVIDUALS CONCERN ARREST OR WELFARE (WHEREABOUTS  
CASES).

THE SAME CONTROL CONDITIONS WHICH APPLY FOR PASSPORT FILES ALSO  
APPLY FOR THE PROTECTIVE SERVICE FILES. PROTECTIVE FILES ARE  
RETAINED NORMALLY 1-5 YEARS AFTER THE CASE IS CLOSED.

C. ECONOMIC/COMMERCIAL FILES - ASSISTANCE TO/PROTECTION OF  
U.S. FIRMS (TP-19)

INCLUDES FILES ON INDIVIDUALS AND FIRMS INVOLVED IN BUSINESS

PAGE 3 RHAIBQA3292 UNCLAS

TRADE, ETC. INCLUDING THEIR RELATIONS WITH GOVT AND LOCAL BUSINESSMEN

THESE FILES ARE STORED IN SAFE-FILE CABINETS WITH 3-WAY  
COMBINATION LOCKS, UNDER SUPERVISION AND CONTROL OF DPO. OTHER  
AGENCY PERSONNEL WHO MAY REQUEST INFO ARE: IRS. THESE FILES ARE  
INDEXED BY SUBJECT AND NAME AND ARE RETAINED UNTIL SUBJECT BLOCKS  
ARE RETIRED TO THE DEPT.

D. POLITICAL - INCIDENTS INVOLVING MILITARY OR OTHER U.S.  
PERSONNEL (DEF-6)

INCLUDES FILES ON BOTH MILITARY AND CIVILIANS.

POLITICAL FILES ARE MAINTAINED AS PROVIDED FOR IN THE RECORDS  
MANAGEMENT HANDBOOK, UNDER THE CONTROL OF THE DPO, WHO IS ALSO THE  
SYSTEM MANAGER IN SAFE-FILE CABINETS. OTHER AGENCY PERSONNEL WHO  
MAY SEEK INFO ARE: DOD, IRS, AND POSSIBLY DEA. THE USUAL  
SAFEGUARDS TO PREVENT UNAUTHORIZED DISCLOSURE ARE IMPLEMENTED.  
SOURCES FOR THESE FILES USUALLY LOCAL FOREIGN AND DOD. FILES ARE  
INDEXED BY SUBJECT AND NAME AND ARE RETAINED UNTIL SUBJECT BLOCKS  
ARE RETIRED TO THE DEPARTMENT

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## Message Attributes

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**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
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**Decaption Date:** 01 JAN 1960  
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**Disposition Approved on Date:**  
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**Disposition Comment:**  
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**Reference:** 75 STATE 172353  
**Review Action:** RELEASED, APPROVED  
**Review Authority:** hartledg  
**Review Comment:** n/a  
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**Review Transfer Date:**  
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**Subject:** IMPLEMENTATION OF THE PRIVACY ACT OF 1974  
**TAGS:** AINF, OGEN, JA  
**To:** STATE  
**Type:** TE  
**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006